



Application for Grants
Under the
Fund for the Improvement
Of Education Program

CFDA # 84.215F

Carol M. White Physical Education Program
(PEP)

OMB No. 1890-0009, Exp. Date 11/30/2002

U.S. Department of Education
Safe and Drug-Free Schools Program
Washington, D.C., 20202-6123

<http://www.ed.gov/offices/OSDFS/>

Application Deadline:
June 7, 2002

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Information about other funding opportunities, including copies of application notices for discretionary grants competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; or on the Internet Gopher Service (under Announcements, Bulletins, and Press Releases); or on the World Wide Web at <http://www.ed.gov/>.

Application for Grants

Safe and Drug-Free Schools Program Carol M. White Physical Education Program

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Carol M. White Physical Education Program

General Program Information Background

The major health problems facing the United States today are largely preventable, and attributable to a few types of behaviors, including those behaviors that lead to injuries (accidents and violence), drug and alcohol abuse including tobacco use, poor nutrition, and insufficient physical activity. These interrelated behaviors contribute to poor health, as well as poor educational and social outcomes. Because these behaviors begin in adolescence, it is important to address them early in a child's education through school programs.¹

More children are developing habits that lead to unhealthy lifestyles—watching more television, exercising less and becoming increasingly overweight. Research from the Surgeon General's Report and the Centers for Disease Control and Prevention indicate that as students get older they participate in fewer formal physical activities. Daily participation in high school physical education classes dropped from 42 percent in 1991 to 27 percent in 1997 and participation in all types of activity declines noticeably as children and adolescents get older.² The percentage of overweight young Americans has more than doubled in the 30 years between 1961 and 1991.³ One goal of the next generation of school reform is to reverse this trend.⁴

In addition to the challenges children face in health and physical well-being, they face another challenge. The problems that confronted school health programs a hundred or more years ago—disease, physical defects, poor sanitation, inadequate nutrition, and poverty—were as critical in their time as current problems are today. Yet, yesterday's problems lent themselves more readily to well-defined, permanent solutions. In contrast, many of today's problems are based in behavior and lifestyle choices, which do not offer simple, solutions.⁵

Today, the goals of both health education and physical education focus more on the development of the whole person. Greater emphasis is placed on the health and wellness of the total human being rather than on acquisition of sport-specific skills. For example, children may be adept at kicking, dribbling, and passing. However, these skills do not necessarily mean they will play a successful game of soccer. Children may display relatively advanced physical skills but not be successful in sport because they lack sufficient social development to understand the need to work together as a team. These important concepts are reflected in the voluntary national standards for the "New PE."⁶

¹ *Physical Activity and Health: A Report of the Surgeon General*. Atlanta, GA: U.S. Dept. of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion: 1996.

² Centers for Disease Control and Prevention. CDC surveillance summaries. MMWR. 1998: 47 (no. SS-3).

³ National Household Interview Survey. National Center for Health Statistics, 1991.

⁴ Johnson, J., Deshpande, C., *Health Education and Physical Education: Disciplines Preparing Students a Productive, Healthy Citizens for the Challenges of the 21st Century*. Journal of School Health, February 2000, Vol. 70, No. 2.

⁵ Marx, E., Wooley, S.F. Northrop D., (eds). *Health is Academic: A Guide to Coordinated School Health Programs*. New York Teachers College Press, Columbia University: 1998.

⁶ National Association for Sport and Physical Education. *Moving Into the Future: National Standards for Physical Education*. St. Louis CV Mosby, 1995.

The Physical Education for Progress grant competition supports innovative approaches to health and physical activity that equip students with the knowledge to be healthy and physically active for a lifetime. One way to help students form a healthy habit of physical activity is to ensure that the activity connects with students' lives outside of school. For example, in a classroom in West Virginia, a physical education teacher leads an outdoor recreation class for his students to enjoy the opportunity to participate in new activities and provide a high expectation for learning. The idea occurred to the teacher while teaching softball to students while others were waiting in line for their turn. The teacher brought two mountain bikes to class the next day and students readily used them. In this particular example, the geographic location in West Virginia afforded the opportunity to try not only mountain biking, but white water rafting, downhill skiing, archery, fly fishing, hiking, backpacking, and wilderness survival.⁷

Another example of an innovative approach to health and physical activity is reflected in the strategy used by some teachers to assess student progress in physical activity. Rather than the use of traditional measures such as finishing first in a 100-yard dash, some teachers now track individual improvements in a student's resting heart rate over time.

⁷ Johnson, J., Deshpande, C., *Health Education and Physical Education: Disciplines Preparing Students a Productive, Healthy Citizens for the Challenges of the 21st Century*. Journal of School Health, February 2000, Vol. 70, No. 2.

Fund for the Improvement of Education Program

The Fund for the Improvement of Education (FIE) Program supports nationally significant programs and projects to improve the quality of education, assist all students to meet challenging State content standards and challenging State student performance standards, and contribute to the achievement of the National Education Goals.

The Carol M. White Physical Education Program Grant competition is authorized, in Title V, Part D, Subpart 10 of the No Child Left Behind Act (see Appendix I).

Carol M. White Physical Education Program

The purpose of the **Carol M. White Physical Education Program** grant competition is to provide funds to local educational agencies and community-based organizations to initiate, expand, and improve physical education programs. The Safe and Drug-Free Schools Program in the Office of Elementary and Secondary Education will administer this grant competition.

Statutory Requirements

Eligible Applicants

Eligible applicants for this program are local educational agencies (LEAs), and community-based organizations (CBOs), (including faith-based organizations that meet the definition of CBO). Examples of types of community-based organizations include Boys and Girls Clubs, Boy Scouts and Girl Scouts and the Young Men's Christian Association (YMCA) or the Young Women's Christian Association (YWCA).

Definitions:

A local educational agency (LEA) is defined as:

(1) A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for such combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary or secondary schools.

(2) The term includes any other public institution or agency having administrative control and direction of a public elementary or secondary school.

(3) The term includes an elementary or secondary school funded by the Bureau of Indian Affairs but only to the extent that such inclusion makes such school eligible for programs for which specific eligibility is not provided to such school in another provision of law and such school does not have a student population that is smaller than the student population of the local educational agency receiving assistance under this chapter with the smallest student population, except that such school shall not be subject to the jurisdiction of any State educational agency other than the Bureau of Indian Affairs [20 U.S.C. 8011 (18)].

(4) The term includes educational service agencies and consortia of those agencies.

(5) The term includes the State educational agency in a State in which the State is the sole educational agency for all public schools.

Community-based organization (CBO) means a public or private nonprofit organization of demonstrated effectiveness that:

- (1) is representative of a community or significant segments of a community; and
- (2) provides educational or related services to individuals in the community.

Nonprofit as applies to an agency, organization or institution, means that is owned and operated by one or more corporations or associations whose net earnings do not benefit, and cannot lawfully benefit, any private shareholder or entity.

Novice applicants are entities that:

- (1) have never received a grant or sub-grant under this the Carol M. White Physical Education Program;
- (2) have never been a member of a group application submitted in accordance with Sections 75.127-75.129 of EDGAR, that received a grant under the Carol M. White Physical Education Program; and
- (3) have not had an active discretionary grant from the Federal Government in the five years before the deadline date for applications under this competition.

Program Authorized

The statute authorizes grants to local educational agencies and community-based organizations (which may include faith-based organizations) to pay 90 percent of the total costs of initiating, expanding, and improving physical education programs designed to assist the students in making progress toward meeting State standards for physical education by providing funds for training and education of teachers and staff, and for equipment and support, to enable students in one or more grades kindergarten through 12 to participate actively in physical education activities.

Cap on Administrative Costs

The authorizing statute requires that not more than 5 percent of the grant funds made available to an LEA or CBO under this program in any fiscal year may be used for administrative costs.

Matching Requirement

The authorizing statute requires that the Federal share for grants under this program may not exceed 90 percent of the total cost of a project. Applicants should calculate the maximum Federal share by determining the total cost of the proposed project and multiplying that amount by 0.90.

Supplement Not Supplant Requirement

Grant funds awarded under this program must be used to **supplement and not supplant other Federal, State, and local funds available for physical education activities**. Under the supplement not supplant provision, in accordance with Section 75.563 of EDGAR applicants must use a restricted indirect cost rate computed under Sections 75.564-76.569 of EDGAR.

Prohibited Uses of Funds

Grant funds made available under this program shall not be used for the following:

- (1) to hire teachers or other staff to provide direct instructional or other services to students;
- (2) to support extracurricular activities such as team sports and Reserve Officers' Training Corps (ROTC) program activities; or
- (3) to fund the construction of new buildings or other facilities such as athletic tracks or tennis courts.

Applicable Regulations

The following regulations are applicable to this competition: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, 85, 97, 98, and 99. (b) The regulations in 34 CFR Part 299 and (c) the final priority, definitions, and selection criteria published in the Federal Register.

Absolute Priority

Under 34 CFR 75.105(c)(3) and Section 5501, Part D, Subpart 10 of Title V of ESEA (20 U.S.C. 7261) the Secretary gives an absolute preference to applications that meet the following priority, and funds under this competition only those applications that meet the following absolute priority. Projects must initiate, expand, and improve physical education programs (including after school programs) for students in grades kindergarten through 12 in order to make progress toward meeting State standards for physical education by providing funds for training and education of teachers and staff, and for equipment and support.

Under this absolute priority, to be considered for funding, an applicant is required to:

- (1) Have conducted a needs assessment of the students being served by its program in terms of their progress toward meeting State standards for physical education
- (2) Based on the results of that needs assessment, describe how the proposed activities will help students make progress toward meeting State standards for physical education; and
- (3) Set measurable goals and objectives for the proposed project in terms of the student's progress toward meeting State standards for physical education, and provide a description of how progress toward achieving goals will be measured annually.

Competitive Preference Priority Points for Novice Applicants

In an effort to broaden and diversify the pool of applicants for ED discretionary grants and to provide greater opportunities for inexperienced applicants to receive Federal funding, we have established a competitive preference priority for novice applicants within the absolute priority for this competition. In accordance with Section 75.225 we will award an additional five points to novice applicants. These points are in addition to any points the applicant earns under the evaluation criteria. **The total number of points a novice applicant may earn is 105.**

To be eligible to receive the additional five points, novice applicants must check “yes” under Item #6 on the Application for Federal Education Assistance (ED Form 424). By checking “yes”, applicants certify that they meet the novice applicant requirements in EDGAR.

In case of a group or collaborative effort between eligible parties, in accordance with EDGAR 75.127-75.129, **all members of the group must meet the novice applicant definition**. By checking the “yes” box for Item #6 on the ED Form 424, the lead agency is certifying that all members of the group meet the novice applicant requirements. Further, in accordance with EDGAR (Section 75.128) **all members of the group must enter into an agreement that binds each member of the group to every statement and assurance in the application. A copy of this agreement must be submitted with the application.**

Supplemental Information

Project Period

Applicants may seek funding for a project period not to exceed 12 months.

Number of Awards and Award Size Estimates

Approximately 167 grant awards will be made under this program in Fiscal Year 2002. Awards will range from \$100,000 to \$500,000; with an average award of \$300,000. **These figures are estimates for the applicant’s information. The Department of Education is not bound by these estimates.**

Distribution of Grant Awards

In making awards under this grant program, we will ensure, to the extent practicable, an equitable distribution of awards among applicants serving urban and rural areas. Contingent upon the availability of funds, additional awards may be made in FY 2003 from the rank-ordered list of non-funded applications from this competition.

Participation of Students Schooled at Home or in Private Nonprofit Schools

An applicant for funds under this program may provide for the participation of home-schooled students, and their parents and teachers, or students enrolled in private nonprofit elementary schools or secondary schools, and their parents and teachers. Applicants are not required to propose services for these groups.

What are the Selection Criteria for this Grant Competition?

The Education Department General Administrative Regulations (EDGAR) govern selection of new grants and include selection procedures and a menu of general selection criteria. Criteria appropriate to the priority established for the competition are selected to evaluate the quality of each eligible grant application. The maximum score for all these criteria is 100 points.

The maximum score for each criterion under that criterion is indicated in parentheses. The Secretary uses the following criteria to evaluate applications for new grants under this competition.

(1) Need for project. (20 points)

In determining the need for the proposed project, the following factors are considered:

- (a) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.
- (b) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

(2) Significance. (20 points)

In determining the significance of the proposed project, the following factors are considered:

- (a) The likelihood that the proposed project will result in system change or improvement
- (b) The extent to which the proposed project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies.
- (c) The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

(3) Quality of the project design. (45 Points)

In determining the quality of the design of the proposed project, the following factors are considered:

- (a) The extent to which the proposed activities constitute a coherent, sustained program of training in the field.
- (b) The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice.
- (c) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
- (d) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

(4) Quality of the project evaluation. (15 points)

In determining the quality of the evaluation, the following factors are considered:

- (a) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- (b) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.
- (c) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

The Government Performance Results Act (GPRA)

The Government Performance Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

GOAL 1: Create a culture of achievement.

GOAL 2: Improve student achievement.

GOAL 3: Develop Safe Schools and Strong Character.

GOAL 4: Transform Education into a Evidence-Based Field.

GOAL 5: Enhance the quality and access to Postsecondary and Adult Education.

GOAL 6: Establish Management Excellence.

The Secretary may choose to develop performance indicators for the Carol M. White Physical Education Program in accordance with the Government Performance and Results Act (GPRA). If indicators are developed, grantees will be asked to provide information that relates to participant outcomes and project management.

PARITY GUIDELINES BETWEEN PAPER AND ELECTRONIC APPLICATIONS

The Department of Education is expanding the pilot project, which began in Fiscal Year 2000, that allows applicants to use an Internet-based electronic system for submitting applications. This competition is among those that have an electronic submission option available to all applicants. The system, called e-APPLICATION, formerly e-GAPS (Electronic Grant Application package System), allows an applicant to submit a grant application to us electronically, using a current version of the applicant's Internet browser. To see e-APPLICATION, visit the following Web site address at <http://e-grants.ed.gov/>.

In an effort to ensure parity and a similar look between applications transmitted electronically and applications submitted in conventional paper form, e-APPLICATION has an impact on all applications under this competition.

Users of e-APPLICATION, a data driven system, will be entering data on-line while completing their applications. This will be more interactive than just e-mailing a soft copy of grant application to us. If you participate in this voluntary pilot project by submitting an application electronically, the data you enter on-line will go into a database and ultimately will be accessible in electronic form to our reviewers.

This pilot project is another step in the Department's transition to an electronic grant award process. In addition to e-APPLICATION, the Department is conducting a limited pilot of electronic peer review (e-READER) and electronic annual performance reporting (e-REPORTS). To help ensure parity and a similar look between electronic and paper copies of grant applications, we are asking each applicant that submits a paper application to adhere to the following guidelines:

- Submit your application on 8½" by 11" paper.
- Leave a one-inch margin on all sides.
- Use consistent font throughout your document. You also may use boldface type, underlining, and italics. However, please do not use colored text.
- Please also use black and white for illustrations, including charts, tables, graphs, and pictures.
- For the narrative component, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document.

How Do I Apply for a PEP Grant?

Read the entire application package and the authorizing legislation carefully, before beginning to prepare your application. The legislation is included as **Appendix I** of this application package. In addition to the **Statutory Requirements and Selection Criteria**, the preceding pages identify who is eligible to apply under this competition, what applicants must propose to do, and what criteria will be used to evaluate applications.

The Application

Each application should include:

- 1. Title Page.** Use the Application for Federal Education Assistance Form (ED Form 424) included in this application package.
- 2. Table of Contents.** Include a one-page table of contents.
- 3. Abstract.** Provide a one-page, double-spaced abstract that describes the need to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.

4. Program Narrative. Applicants should provide a program narrative that describes the proposed project, including the goals, objectives and activities. The narrative should address all criteria and all of the factors under each criterion. The narrative section should be limited to **25 typed pages**. The pages must be numbered, double-spaced, printed only on one side, with a one-half inch margin. The font size should be no smaller than 12-point type. It is in the best interest of the applicants to ensure that the narrative section is easily read, logically developed in accordance with the selection criteria, and fully addresses each rating factor.

5. Budget. Use the Budget Information Form (ED Form 524), or facsimile, to prepare a complete budget for the project. Provide amounts for all major budget categories.

6. Budget Narrative. Applicants should provide a detailed explanation for all funds requested on the Budget Form (ED Form 524). Costs should be broken down according to the categories on the budget summary form. Explain the basis used to estimate all costs for each budget category. Provide a detailed explanation for any costs that appear unusual and describe how those costs relate to the proposed activities. The narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project.

Assurances

This application package includes the following—Assurances-Non-Construction Programs Certification and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Standard Form 424B, ED 80-013). Of these forms, only the Standard Form 424B and the Certification Regarding Lobbying need to be signed and returned with the application. **By signing the Standard Form 424B, the applicant agrees to abide by requirements regarding drug-free workplace, debarment, and environmental tobacco smoke.**

The Appendices

This section should include only supplemental information or required supporting documentation that addresses the applicant's capacity to carry out the proposed project such as resumes; letters of agreement with cooperating entities (if appropriate); summary evaluation results or other materials. DO NOT include budget or program narrative information in this section

The following items should be included as appendices to the application.

1. Equitable Access and Participation

Section 427 of the General Education Provision Act (GEPA) affects applicants under this program. **All applicants for new awards must include information in their applications to address this new provision in order to receive funding under this program.**

Section 427 requires each applicant (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access to or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or if appropriate, may be discussed in connection with related topics in the application. Each application should include this description in a clearly identified section of the appendix. It should support the discussion of similar issues in the narrative section of the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use Federal funds awarded to it to eliminate barriers it identifies.

The following examples may help illustrate how an applicant may comply with Section 427.

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it would make the materials available on audiotape or in Braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that the girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

[The paperwork burden for compliance with Section 427 of GEPA is recorded under OMB Control No. 1801-0004 (Expiration Date 8/31/2001). The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time

estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, 20202-4651.]

Note: A statement about the applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement.

2. Forms

The following forms are required in all applications and are included in this package:

- Title Page form (**ED Form 424**)
- Budget Information form (**ED Form 524**)
- Assurances - Non-Construction Programs (**Standard Form 424B**)
- Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (**ED Form 80-0013**)
- Lower Tier Covered Transactions (**ED Form 80-0014**)
- Disclosure of Lobbying Activities (**Standard Form LLL**)

Forms may be photocopied. Forms are also available electronically from the following website:
<http://www.ed.gov/GrantApps/>

Other Attachments

Other attachments are not encouraged. **Supplemental materials such as videotapes, CD-ROMs, files on disks, commercial publications, press clippings, and testimonial letters will not be reviewed and will not be returned to the applicant.**

How Do I Submit An Application?

The deadline for transmittal of applications is June 7, 2002.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

Pilot Project for Electronic Submission of Applications

In Fiscal Year 2002, the U.S. Department of Education is expanding its pilot project of electronic submission of applications to include certain formula grant programs, as well as additional discretionary grant competitions. The **Carol M. White Physical Education Program (PEP)** (84.215F) is one of the programs included in the pilot project. If you are an applicant under the PEP grant competition, you may submit your application to us in either electronic or paper format.

The pilot project involves the use of the Electronic Grant Application System (e-APPLICATION, formerly e-GAPS) portion of the Grant Administration and Payment System (GAPS). We request your participation in this pilot project. We shall continue to evaluate its success and solicit suggestions for improvement.

If you participate in this e-APPLICATION pilot, please note the following:

- Your participation is voluntary.
- You will not receive any additional point value or penalty because you submit a grant application in electronic or paper format.
- You can submit all documents electronically, including the Application for Federal Education Assistance (ED Form 424), Budget Information—Non-Construction Programs (ED Form 524), and all necessary assurances and certifications.
- Within three business days of submitting your electronic application fax a signed copy of the application face page (ED Form 424) to the Application Control Center after following these steps:
 1. Print ED Form 424 from the e-APPLICATION system.
 2. Make sure that the institution's Authorizing Representative signs this form.
 3. Before faxing this form, submit your electronic application via the e-APPLICATION system. You will receive an automatic acknowledgement, which will include a PR/Award Number (an identifying number unique to your application).
 4. Place the PR/Award Number in the upper right hand corner of ED Form 424.
 5. Fax the ED Form 424 to the Application Control Center at (202) 260-1349.
- We may request that you give us original signatures on all other forms at a later date.

You may access the electronic grant application for the **Carol M. White Physical Education Program** at: <http://e-grants.ed.gov> .

We have included additional information about the e-APPLICATION pilot project (see Parity Guidelines between Paper and Electronic Applications) elsewhere in this application package.

Applications Sent by Mail

You must mail the original and two copies of the application on or before the deadline date to:

**U.S. Department of Education
Application Control Center
Attention: CFDA#84.215F
Washington, DC 20202-4725**

You must show one of the following as proof of mailing:

- (1) A legibly dated U. S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we **do not accept** either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Services.

Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with the local post office.

Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U. S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” the follow the instructions for “Applications Delivered by Hand.”

Applications Delivered by Hand

You or your courier must hand deliver the original and two copies of the application by 4:30 p.m. (Washington, D.C. time) on or before the deadline date.

**U. S. Department of Education
Application Control Center
Attention: CFDA#84.215F
7th and D Streets, S.W.
ROB#3, Room 3671
Washington, D.C. 20202-4725**

The Application Control Center (ACC) accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time), except Saturdays, Sundays and Federal holidays. ACC accepts application deliveries through the D Street entrance only. Identification is required to enter the building.

Number of Copies of the Application

Applicants are required to submit one (1) original signature and two (2) copies of the application. Each copy of the application must be covered with a Title Page (form included in these guidelines) or a reasonable facsimile. All applicants are requested (but not required) to submit one additional copy of the application. Failure to submit additional copies will not influence the selection process. **At least one copy of the application should be unbound and suitable for photocopying.**

Grant Application Receipt Acknowledgement

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call the U.S. Department of Education's Application Control Center at (202) 708-9493.

Intergovernmental Review of Federal Programs

This program is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on processes for State and local governments for coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact (SSPOC) to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing of the Single Point of Contacts for each State is included in this

application package. **A copy of the applicant's letter to the State Single Point of Contact must be included with the application.**

In States that have not established a process or chosen a program for review, State, area-wide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area-wide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address:

The Secretary, EO 12372--CFDA# 84.215F
U.S. Department of Education, room 3E332
400 Maryland Avenue, SW.,
Washington, DC 20202-6123

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, D.C. time) **August 7, 2002.**

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH APPLICANTS SUBMIT COMPLETED APPLICATION PACKAGES.

DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.

STATE SINGLE POINTS OF CONTACT (SSPOCs)

Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is a copy of the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided from the official version of this document from the OMB web page at the following address:

<http://www.whitehouse.gov/omb/grants/spoc.html>. **States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application material directly to the awarding Federal agency.**

ARKANSAS

Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
Fax: (501) 682-5206
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DELAWARE

Charles H. Hopkins
Executive Department
Office of the Budget
540 S. Dupont Highway, 3rd Floor
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FLORIDA

Jasmin Raffington
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Department of Community Affairs
2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100
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Fax: (850) 414-0479
clearinghouse@dca.state.fl.us

ILLINOIS

Virginia Bova
Department of Commerce
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James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, Illinois 60601
Telephone: (312) 814-6028
Fax (312) 814-8485
vbova@commerce.state.il.us

CALIFORNIA

Grants Coordination
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, California 95812-3044
Telephone: (916) 445-0613
Fax: (916) 323-3018
state.clearinghouse@opr.ca.gov

DISTRICT OF COLUMBIA

Luisa Montero-Diaz
Office of Partnerships and Grants Development
Executive Office of the Mayor
District of Columbia Government
441 4th Street, NW, Suite 530 South
Washington, DC 20001
Telephone: (202) 727-8900
Fax: (202) 727-1652
opgd.eom@dc.gov

GEORGIA

Georgia State Clearinghouse
270 Washington Street, SW
Atlanta, Georgia 30334
Telephone: (404) 656-3855
Fax: (404) 656-7901
gach@mail.opb.state.ga.us

IOWA

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Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
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steve.mccann@ided.state.ia.us

KENTUCKY

Ron Cook
Department for Local Government
1024 Capital Center Drive, Suite 340
Frankfort, Kentucky 40601
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ron.cook@mail.state.ky.us

MARYLAND

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and Plan Review Unit
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linda@mail.op.state.md.us

MISSISSIPPI

Cathy Mallette
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1301 Woolfolk Building, Suite E
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NEVADA

Heather Elliott
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209 E. Musser Street, Room 200
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helliott@govmail.state.nv.us

NEW MEXICO

Ken Hughes
Local Government Division
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Santa Fe, New Mexico 87503
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khughes@dfa.state.nm.us

NORTH DAKOTA

Jim Boyd
Division of Community Services
600 East Boulevard Ave, Dept 105
Bismarck, North Dakota 58505-0170
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Fax: (701) 328-2308
jboyd@state.nd.us

MAINE

Joyce Benson
State Planning Office
184 State Street
38 State House Station
Augusta, Maine 04333
Telephone: (207) 287-3261
(207) 287-1461 (direct)
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MICHIGAN

Richard Pfaff
Southeast Michigan Council of Governments
535 Griswold, Suite 300
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pfaff@semcog.org

MISSOURI

Angela Boessen
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Truman Building, Room 840
Jefferson City, Missouri 65102
Telephone: (573) 751-4834
Fax: (573) 522-4395
igr@mail.oa.state.mo.us

NEW HAMPSHIRE

Jeffrey H. Taylor
Director
New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
Mike Blake
2-1/2 Beacon Street
Concord, New Hampshire 03301
Telephone: (603) 271-2155
Fax: (603) 271-1728
jtaylor@osp.state.nh.us

NORTH CAROLINA

Jeanette Furney
Department of Administration
1302 Mail Service Center
Raleigh, North Carolina 27699-1302
Telephone: (919) 807-2323
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jeanette.furney@ncmail.net

RHODE ISLAND

Kevin Nelson
Department of Administration
Statewide Planning Program
One Capitol Hill
Providence, Rhode Island 02908-5870
Telephone: (401) 222-2093
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knelson@doa.state.ri.us

SOUTH CAROLINA

Omeagia Burgess
Budget and Control Board
Office of State Budget
1122 Ladies Street, 12th Floor
Columbia, South Carolina 29201
Telephone: (803) 734-0494
Fax: (803) 734-0645
aburgess@budget.state.sc.us

UTAH

Carolyn Wright
Utah State Clearinghouse
Governor's Office of Planning and Budget
State Capitol, Room 114
Salt Lake City, Utah 84114
Telephone: (801) 538-1535
Fax: (801) 538-1547
cwright@gov.state.ut.us

WISCONSIN

Jeff Smith
Section Chief, Federal/State Relations
Wisconsin Department of Administration
101 East Wilson Street - 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone: (608) 266-0267
Fax: (608) 267-6931
jeffrey.smith@doa.state.wi.us

GUAM

Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
Fax: 011-472-2825
jer@ns.gov.gu

NORTH MARIANA ISLANDS

Ms. Jacoba T. Seman
Federal Programs Coordinator
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Telephone: (670) 664-2289
Fax: (670) 664-2272
omb.jseman@saipan.com

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to grants@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management, Office of Management and Budget, New Executive Office Building, Suite 6025, 725 17th Street, NW, Washington, DC 20503

Please note: Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the [CFDA](#).

TEXAS

Denise S. Francis
Director, State Grants Team
Governor's Office of Budget and Planning
P.O. Box 12428
Austin, Texas 78711
Telephone: (512) 305-9415
Fax: (512) 936-2681
dfrancis@governor.state.tx.us

WEST VIRGINIA

Fred Cutlip, Director
Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, West Virginia 25305
Telephone: (304) 558-4010
Fax: (304) 558-3248
fcutlip@wvdo.org

AMERICAN SAMOA

Pat M. Galea'i
Federal Grants/Programs Coordinator
Office of Federal Programs
Office of the Governor/Department of Commerce
American Samoa Government
Pago Pago, American Samoa 96799
Telephone: (684) 633-5155
Fax: (684) 633-4195
pmgaleai@samoatelco.com

PUERTO RICO

Jose Caballero / Mayra Silva
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone: (787) 723-6190
Fax: (787) 722-6783

VIRGIN ISLANDS

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Director, Office of Management and Budget
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Saint Thomas, Virgin Islands 00802
Telephone: (340) 774-0750
Fax: (340) 776-0069
lrmills@usvi.org

APPLICATION PACKAGE CHECKLIST

APPLICATIONS MUST BE TRANSMITTED NO LATER THAN

JUNE 7, 2002

CHECK:

- _____ The Application Title Page has been completed according to the instructions on the back of the title page.
- _____ The Application Title Page has been **signed and dated by an authorized official** and the signed original has been included with your submission.
- _____ Submit one (1) signed original and two (2) copies of the application. Applicants are requested but not required to submit an additional two (2) copies of the application. **All sections of the application must be suitable for photocopying to be included in the review (at least one copy of the application should be unbound and suitable for photocopying).**

EACH COPY OF THE APPLICATION SHOULD INCLUDE THE FOLLOWING SECTIONS:

The Application

- _____ the title page form
- _____ table of contents
- _____ one-page abstract
- _____ narrative
- _____ the budget information form
- _____ detailed budget justification

The Appendix

- _____ list of project personnel
- _____ list of partners
- _____ statement of equitable participation
- _____ GEPA 427
- _____ certifications and assurances

ADDRESS AND DEADLINE TRANSMITTAL DATE

U.S. Department of Education
Application Control Center
Attention: **CFDA# 84.215F**
Room 3633, Regional Office Building 3
7th & D Streets, SW
Washington, DC 20202-4725
Telephone: 202-708-9493

All applications must be transmitted by June 7, 2002.

ESTIMATED PUBLIC REPORTING BURDEN

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0009, expiration date: 11/30/2003. The time required to complete this information collection is estimated to average 24 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:**

Safe and Drug-Free Schools Program
Attn: CFDA# 84.215F
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-6123

**IMPORTANT NOTICE
TO PROSPECTIVE PARTICIPANTS
IN U.S. DEPARTMENT OF EDUCATION
CONTRACT AND GRANT PROGRAMS**

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

**Failure to meet the deadline will mean that an application will be
rejected without any consideration.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

Department of Education documents published in the Federal Register are also available, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

<http://www.ed.gov/legislation/FedRegister/>

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform to any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal, which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

ED FORM 5348, 8/92
WHICH IS OBSOLETE

REPLACES ED FORM 5348, 6/86

APPENDIX I
AUTHORIZING LEGISLATION
SECTION 5501, PART D, SUBPART 10
TITLE V, ESEA

SUBPART 10—PHYSICAL EDUCATION

SEC. 5501. SHORT TITLE.

This subpart may be cited as the “Carol M. White Physical Education Program”.

SEC. 5502. PURPOSE.

The purpose of this subpart is to award grants and contracts to initiate, expand, and improve physical education programs for all kindergarten through 12th grade students.

SEC. 5503. PROGRAM AUTHORIZED.

(A) AUTHORIZATION—The Secretary is authorized to award grants to local educational agencies and community-based organizations (such as Boys and Girls Clubs, Boy Scouts, and the Young Men’s Christian Association (YMCA) and Young Women’s Christian Association (YWCA) to pay the Federal share of the costs of initiating, expanding, and improving physical education programs (including after-school programs) for kindergarten through 12th grade students by—

- (1) providing equipment and support to enable students to participate actively in physical education activities; and
- (2) providing funds for staff and teacher training and education.

(B) PROGRAM ELEMENTS—A physical education program funded under this subpart may provide for one or more of the following:

- (1) Fitness education and assessment to help students understand, improve, or maintain their physical well-being.
- (2) Instruction in a variety of motor skills and physical activities designed to enhance the physical, mental and social or emotional development of every student.
- (3) Development of, and instruction in, cognitive concepts about motor skill and physical fitness that support a lifelong healthy lifestyle.
- (4) Opportunities to develop positive social and cooperative skills through physical activity participation.
- (5) Instruction in healthy eating habits and good nutrition.
- (6) Opportunities for professional development for teachers of physical education to stay abreast of the latest research, issues, and trends in the field of physical education.

(C) SPECIAL RULE—For the purposes of this subpart, extracurricular activities, such as team sports and Reserve Officers’ Training Corps (ROTC) program activities, shall not be considered as part of the curriculum of a physical education program assisted under this subpart.

SEC. 5504. APPLICATIONS.

(A) **SUBMISSION**—Each local educational agency or community-based organization desiring a grant or contract under this subpart shall submit to the Secretary an application that contains a plan to initiate, expand, or improve physical education programs in order to make progress toward meeting State standards for physical education.

(B) **PRIVATE SCHOOL AND HOME-SCHOOLED STUDENTS**—An application for funds under this subpart may provide for the participation, in the activities funded under this subpart, of---

- (1) students enrolled in private nonprofit elementary schools or secondary schools, and their parents and teachers; or
- (2) home-schooled students, and their parents and teachers.

SEC. 5505. REQUIREMENTS.

(A) **ANNUAL REPORT TO THE SECRETARY**—In order to continue receiving funding after the first year of a multiyear grant or contract under this subpart, the administrator of the grant or contract for the local educational agency or community-based organization shall submit to the Secretary an annual report that—

- (1) describes the activities conducted during the preceding year; and
- (2) demonstrates that progress has been made toward meeting state standards for physical education.

(B) **ADMINISTRATIVE EXPENSES**—Not more than 5 percent of the grant funds made available to a local educational agency or community-based organization under this subpart for any fiscal year may be used for administrative expenses.

SEC. 5506. ADMINISTRATIVE PROVISIONS.

(A) **FEDERAL SHARE**—The Federal share under this subpart may not exceed--

- (1) 90 percent of the total cost of a program for the first year for which the program receives assistance under this subpart, and
- (2) 75 percent of such costs for the second and each subsequent such year.

(B) **PROPORTIONALITY**—To the extent practicable, the Secretary shall ensure that grants awarded under this subpart shall be equitably distributed among local educational agencies and community-based organizations serving urban and rural areas.

(C) REPORT TO CONGRESS—Not later than June 1, 2003, the Secretary shall submit a report to Congress that—

- (1) describes the programs assisted under this subpart;
- (2) documents the success of such programs in improving physical fitness; and
- (3) makes such recommendations as the Secretary determines appropriate for the continuation and improvement of the programs assisted under this subpart.

(C) AVAILABILITY OF FUNDS—Amounts made available to the Secretary to carry out this subpart shall remain available until expended.

SEC. 5507. SUPPLEMENT, NOT SUPPLANT.

Funds made available under this subpart shall be used to supplement, and not supplant, any other Federal, State, or local funds available for physical education activities.

APPENDIX II

Forms, Assurances, and Certifications

Applications selected for funding will require a signed ED Form 80-0013 (Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements), Standard Form 424B (Assurances - Non-Construction Programs), and Standard Form LLL (Disclosure of Lobbying Activities) before an award is made.

NOTE: In the printed application package, the Standard Forms and Certifications and Assurances are located here. In the electronic version, the forms are located at the end of the package.

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date call:

U.S. Department of Education
Application Control Center
(202) 708-9493

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page <http://www.ed.gov>

OCFO Web Internet Page: <http://ocfo.ed.gov>